

Montana Commission on Community Service  
GRANT REVIEW TIMELINE

Competitive		
September	Who	What
1st Week	CNCS	(Tentative) Notice of Funding Opportunities from CNCS are posted (late Aug/Early Sept)
2nd Week		
3rd Week	OCS Staff	Post NOFA and Application Instructions to Website Email NOFA and Application Instructions to Interested Persons List
4th Week		
October		
1st Week	Full Commission G.R. Committee	Commission Meeting (in person)- Training and State Service Plan Training on Grant Review Process after Commission Meeting Discuss and Ensure there are no Conflicts of Interest
2nd Week	Applicant OCS Staff	Letter of Intent (all Applicants) and Financial Readiness Survey (new Applicants only) due Review Letters of Intent and Readiness Surveys
3rd Week	OCS/Applicants	Technical Assistance Call for all Applicants
4th Week		
November		
1st Week	Applicant	Applications due in eGrants
2nd Week	G.R. Committee	Receive and review all Applications
3rd Week		
4th Week		
December		
1st Week	OCS/GRC/App OCS Staff G.R. Committee OCS	In-person Interviews of selected Applicants Provides Feedback on Apps & on Program Compliance, Recruitment/Retention, & Meeting CNCS Performance Criteria Grant Review makes Recommendations, Commissioners Provide Ranking using the Ranking Process Grant Review Committee's Recommendations sent to all Commissioners
2nd Week	Full Commission	Commission Meeting (video conference) to vote on G.R. Committee Funding Recommendations
3rd Week	OCS	Applicants Notified of Funding Recommendations and Given Technical Feedback
4th Week		
January		
1st Week		
2nd Week	Applicant	Revised Application due in eGrants
3rd Week	OCS	Staff Submits State Competitive Applications to CNCS
4th Week		

G.R. Workgroup= Grant Review Workgroup  
GRWG=Grant Review Workgroup  
OCS= Governor's Office of Community Service  
App= Applicants

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February	Who	What
1st Week		
2nd Week	OCS/Commission Full Commission G.R. Committee	ServeSymposium Commission Meeting (in person)- ServeMT Awards, Strategic Planning Training on Grant Review Process after Commission Meeting Discuss and Ensure there are no Conflicts of Interest
3rd Week	OCS Staff	Post NOFA and Application Instructions to Website Email NOFA and Application Instructions to Interested Person's List
4th Week		
March		
1st Week	OCS Staff	AmeriCorps 101 Training Conference Call for Brand New Applicants to National Service
2nd Week		
3rd Week	Applicant OCS Staff	Letter of Intent (all Applicants) and Financial Readiness Survey (New Applicants only) due Review Letters of Intent and Readiness Surveys & Makes recommendations to move forward
4th Week	OCS/Applicants	Technical Assistance Call for all Applicants
April		
1st Week		
2nd Week		
3rd Week		
4th Week	Applicant	Applications due in eGrants
May		
	CNCS	Notifies about Competitive Grant Status Funding
1st Week	G.R. Committee	Receive and Review all Applications
2nd Week		
3rd Week		
4th Week	OCS/GRC/App OCS Staff G.R. Committee  OCS	In-person Interviews of selected Applicants Provides Feedback on Apps & on Program Compliance, Recruitment/Retention, & Meeting CNCS Performance Criteria Grant Review makes Recommendations, Commissioners Provide Ranking using the Ranking Process Decide to recommend any unfunded Competitive applications to formula Grant Review Committee's Recommendations sent to all Commissioners
June		
1st Week	Full Commission	Commission Meeting (video conference) to vote on G.R. Committee Funding Recommendations
2nd Week	OCS	Applicants Notified of Funding Recommendations and Given Technical Feedback
3rd Week	Applicant	Revised Application due in eGrants
4th Week	OCS	Staff Submits State Formula Applications to CNCS

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